

Abbott Preschool Budget Transfers

Length of Session

30 minutes

Session Objectives

In this workshop, participants will learn the two types of Abbott Preschool Budget Transfers and how to fill out and submit transfer requests.

Materials Required (include materials)

PowerPoint Presentation

Handout List (attach handouts)

PowerPoint Presentation

Abbott Preschool Budget Transfer Form with Instructions

Sample 05-06 Abbott Preschool Budget

Sample Quarterly Expenditure Report

Essential Messages

Abbott Preschool Budget Transfers can be used to make adjustments to your preschool provider budgets during the school year. District approval and DOE notification is required for minor transfers. District and DOE approval is necessary for substantive transfers. Transfer requests need to be in by *<insert district date>* so that district budgets can be closed out.

Trainer's Agenda

- 1. Welcome, Introductions, and Logistics** (Including review of agenda and session objectives)
- 2. Overview of Budget Transfer Process and Limitations** (i.e. what is allowable and what is not allowable)
- 3. Interactive Discussion of Examples of Minor vs. Major Budget Transfers** (Provide a sample budget and sample transfer requests so that providers can see which requests are major and which are minor. If possible, try to use transfer requests that are common amongst providers in your district.)
- 4. Complete a Sample Budget Transfer Form** (Have providers practice filling out sample forms)
- 5. Questions**